

ACCRUAL TEAM TRANSITION PLAN						
Transition Planning Steps			Responsible Organization in MEO	Team Assignee	Target Date	Status
1	5.1.3.1	Cost and rate application	General Accounting Team	Smith	9/30/2004	Open
2		Obtain work scope, types and volumes transactions		Smith	5/25/2004	Closed
3		Obtain an understanding of the STARS procedures for costing and share with Field Office points of contact		Smith	8/15/2004; TBD	Open
4		Identify stakeholders and document roles, responsibilities, and points of contact.		J. Brodbeck and Field Reps	9/30/2004	Open
5		Develop workflow process and functional procedures guide for each type of obligating instrument.		All	9/30/2004	Open
6		In the event of STARS delay, EFASC will need to get access to the AL and ORO DISCAS modules		EFASC reps	9/15/2004	Open
7	5.1.4.1	Automated Accruals	General Accounting Team			Open
8		Obtain point of contact for STARS auto accruals		Smith	6/1/2004	Closed
9		Obtain consensus on STARS auto accrual program parameters and share program details with field liaisons		All	5/25/2004	Closed

ACCRUAL TEAM TRANSITION PLAN						
	Transition Planning Steps		Responsible Organization in MEO	Team Assignee	Target Date	Status
10		Determine STARS auto accrual capabilities using EXCEL spreadsheet		Smith	6/4/2004	Closed
11		Determine if STARS can accept entries/reversals into GL via EXCEL		Smith	6/4/2004	Closed
12		Determine if STARS ADI program can be used to generate automated entries directly into GL		Smith	6/14/2004	Closed
13		Obtain STARS pro forma Excel spreadsheet for loading transactions into GL module		Smith; Stabler; Lajos; Miller	6/30/2004	Closed
14		Disseminate STARS pro forma EXCEL spreadsheet to Team members for comment and to obtain consensus that information can be provided in the STARS format		Smith	7/31/2004	Closed
15		Determine another solution for addressing first and second quarter accruals in STARS		Smith, Miller, Loyd, Olson	6/30/2004	Closed
16	5.1.4.1	Financial Assistance Awards - automated	General Accounting Team	Smith	9/30/2004	Open
17		Obtain Team consensus on Process Workflow - See FAA WkFlw tab		All	5/26/2004	Closed
18		Obtain Team consensus on Functional Procedures		All	9/10/2004	open
19		Determine if STARS will have the capability to allow grants under \$200k to be obligated and costed in the Field as concurrent entries		Smith Lajos	9/10/2004	Closed

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	Transition Planning Steps		Responsible Organization in MEO	Team Assignee	Target Date	Comments	Status
20		Obtain related STARS procedures and incorporate into process workflow and functional procedures		Smith	8/31/2004; TBD	Dependent on STARS tutorials and UAT; see draft AP0081; STARS will allow for Field Office costing	Closed
21		Provide a list of all isotope program grants - these will all require "true up" at end of the accounting period		All	7/31/2004	EFASC will rely on the Field to provide the necessary "true up" entries. Alternatively, the Field may be able to process the cost entries.	Closed
22		Obtain Office of Financial Policy concurrence on an "annualized" true-up requirement for grantees		Smith; Olson	6/9/2004	e-mail sent on 5/26; annual true-up determined to be adequate	Closed
23		Provide Helen with % of FAA's not on ASAP		Smith	7/16/2004	Data call requested on 6/29	Closed
24		Golden Field Office - all recipients on ASAP by 9/30/04		Smith	9/30/2004	Per Marlys e-mail	Closed
25		Determine if ASAP will provide a costing entry at the same time		Smith	5/15/2004	ASAP Grant accruals will be automated - see STARS Process AP0081 and Tammy's 4/28 e-mail	Closed
26		Develop a procedure for reconciling ASAP cost entries with STARS		Smith	9/30/2004	See draft AP0081 STARS Process - Systems Team is developing procedures to run the interface; being revised for DISCAS environment	Open
27	5.1.4.1	Payroll - automated	General Accounting Team	Smith	9/30/2004		Closed
28		Create process workflow document for Payroll costing and accruals if necessary		Smith	6/4/2004	Per Jerry Odegard - payroll and leave accruals will be automated in STARS - see "Other Workflows Tab" (ATTACHMENT 4)	Closed
29		Obtain a STARS contact and determine the process for costing and accruing payroll		Smith	6/4/2004	Sent an e-mail to M. Sparks/per Jerry O., a	Closed

ACCRUAL TEAM TRANSITION PLAN						
	Transition Planning Steps		Responsible Organization in MEO	Team Assignee	Target Date	Status
30		Determine any site-specific requirements for a manual accrual for bonus and awards		All	6/22/2004	Closed
31		Get all Field Offices on board with using auto payroll accruals.		Smith	6/5/2004	Closed
32		Determine process for accruing annual leave		Smith	6/29/2004	Closed
33		Develop standard operating procedures for running the LDS and DOEINFO interfaces		Smith	6/30/2004	Closed
34		EFASC will need to update OR and AL DISCAS with LDS data files.		Smith	9/15/2004	Open
35		Compile Field Offices DISCAS procedures and share with Payroll Transition Team		Smith	9/30/2004	Open
36	5.1.4.1	Travel - automated	General Accounting Team	Smith	9/30/2004	Closed
37		Create a process workflow document and functional procedures for Travel costing and accruals if necessary		Smith	6/4/2004	Closed
38		Determine capabilities of Government Ticket System interface		Smith	6/4/2004	Closed
39		Determine status of TM interface		Smith	6/5/2004	Open

ACCRUAL TEAM TRANSITION PLAN						
	Transition Planning Steps		Responsible Organization in MEO	Team Assignee	Target Date	Status
40		Determine the need for any manual travel cost accruals		All	6/30/2004	Closed
41		Develop procedures for processing manual travel authorizations and vouchers		Smith/Perry	7/31/2004	Closed
42		Develop procedures for running the Travel Manager Interface		Smith/Perry	7/31/2004	Closed
43	5.1.4.1	Training - automated	General Accounting Team	Smith	9/30/2004	Open
44		If necessary, develop a workflow and functional procedures for costing and accruing training activity		Smith	6/3/2004	Closed
45		Determine if Field Offices with other systems will be interfaced for auto costing		Smith; Duncan; Acosta	9/15/2004	Open
46		Migrate all Field Offices to CHRIS		Smith	8/31/2004	Open
47		Obtain STARS procedures for processing training requests - if necessary		Smith	TBD	Open
48		Determine status of CHRIS interface for training accruals		Smith	8/31/2004	Closed
49		Determine if other Field Offices are doing accruals for training		Smith	7/31/2004	Closed

ACCRUAL TEAM TRANSITION PLAN						
	Transition Planning Steps		Responsible Organization in MEO	Team Assignee	Target Date	Status
50		Training accruals (period-ending adjustments)		Smith	9/30/2004	Closed
51	5.1.4.1	Contracts - automated	General Accounting Team	Smith	9/30/2004	Open
52		Determine the status of STARS automated accrual program		Smith	TBD	Open
53		Determine how routine cost entries will be performed in STARS - get final drafts of STARS documents		Smith	TBD	Open
54		Obtain STARS finalized process workflow documentation		Smith	TBD	Open
55		Develop a contract workflow strawman and disseminate to the team for comment		Smith	9/6/2004	Closed
56		Obtain consensus on contract workflow strawman		All	9/10/2004	Closed
57		Obtain final STARS Process documentation related to invoice processing		Smith	TBD	Open
58		Analyze STARS tutorials and final workflow to develop draft Standard Procedures		Smith	TBD	Open
59		Obtain final consensus on operating procedures in DISCAS environment		Smith	9/15/2004	Open
60		Determine the feasibility of loading period-ending adjustments directly into STARS GL		Smith	TBD	Open

ACCRUAL TEAM TRANSITION PLAN						
	Transition Planning Steps		Responsible Organization in MEO	Team Assignee	Target Date	Status
61	5.1.4.1	Purchase Orders - automated	General Accounting Team	Smith	9/30/2004	Closed
62		Determine status of EC WEB interface		Smith	6/2/2004	Closed
63		Determine which Field Offices are using EC WEB and if there are other small purchasing systems out there that need to be considered		Smith	6/30/2004	Closed
64		Draft and disseminate strawman for PO accruals and period-ending adjustments		Smith	6/30/2004	Closed
65		Ensure that P6 activity can be incorporated into the pro forma EXCEL spreadsheets for period-ending adjustments through GL module		All	6/30/2004	Closed
66	5.1.4.1	Interagency/IPACs - automated	General Accounting Team	Smith	9/30/2004	Open
67		Obtain an understanding of the STARS procedures for recording incoming IPAC activity and share with Field Office points of contact		Smith	TBD	Open
68		Enhance process workflow documents as needed		Smith	TBD	Open
69		Finalize Standard Operating procedures as needed		Smith	TBD	Open
70		Finalize Standard Operating procedures as needed in DISCAS environment		Smith	9/15/2004	Open
71	5.1.4.1	Integrated Contractor - automated	General Accounting Team	Smith	6/5/2004	Closed

ACCRUAL TEAM TRANSITION PLAN							
	Transition Planning Steps		Responsible Organization in MEO	Team Assignee	Target Date	Comments	Status
72		Ensure that contractor feeds will contain adequate accruals through the verification process		All	6/6/2004	All contractor costing and accruals will be done via the IC Interface	Closed
73	5.1.4.1	Miscellaneous - automated	General Accounting Team	Smith	9/30/2004		Open
74		Obtain an understanding of the STARS procedures for recording M6 activity and share with Field Office points of contact		Smith	TBD	Pending STARS tutorials	Open
75		Ensure that M6 activity can be incorporated into the pro forma EXCEL for period-ending adjustments		Smith	6/30/2004	FY05 Q1 and Q2 accruals will not be performed; ORO will cost at time of payment	Closed
76		Enhance process workflow documents as needed		Smith	9/30/2004	Draft sent out on 7/14/04 for comment - see tab "P6 and M6" (ATTACHMENT 5) - no comments	Open
77		Finalize Standard Operating procedures as needed for DISCAS environment		Smith	9/30/2004	In process	Open
78	5.1.4.1	Working Capital Fund - automated	General Accounting Team	Smith	9/15/2004		Open
79		Determine whether WCF can rely on the automated accrual program provided for in STARS		Smith	6/8/2004	WCF costing will be done via entries by CID directly into STARS general ledger.	Closed
80		Enhance Standard operating procedures if necessary		Smith	7/31/2004	WCF will rely on cost reports from the business lines - procedures for entering cost reports will be applicable here.	Closed
81		Confirm with K. Schanck that it will be "business as usual" in the DISCAS environment.		Smith	9/15/2004		Open
82	5.1.4.2	Manual Accruals	General Accounting Team	Smith	7/31/2004		Open

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	Transition Planning Steps		Responsible Organization in MEO	Team Assignee	Target Date	Status
83	5.1.4.2	Grants - manual	General Accounting Team	Smith	7/31/2004	Open
84	5.1.4.2	Payroll - manual	General Accounting Team	Smith	7/31/2004	Open
85	5.1.4.2	Travel - manual	General Accounting Team	Smith	7/31/2004	Open
86	5.1.4.2	Contracts - manual	General Accounting Team	Smith	7/31/2004	Open
87	5.1.4.2	Training - manual	General Accounting Team	Smith	7/31/2004	Open
88	5.1.4.2	Credit Card Purchases - manual	General Accounting Team	Smith	7/31/2004	Open
89		Obtain STARS process workflow documentation		Smith	6/15/2004	Closed
90	5.1.4.2	Purchase Orders - manual	General Accounting Team	Smith	7/31/2004	Open
91	5.1.4.2	Interagency/IPACs - manual	General Accounting Team	Smith	7/31/2004	Open
92	5.1.4.2	Integrated Contractor - manual	General Accounting Team	Smith	7/31/2004	Open
93	5.1.4.2	Miscellaneous - manual	General Accounting Team	Smith	7/31/2004	Open
94	5.1.4.2	Working Capital Fund - manual	General Accounting Team	Smith	7/31/2004	Open
95	5.1.4.2	NWF Defense Cost Share	General Accounting Team	Smith	5/25/2004	Closed
96	5.1.4.2	Other miscellaneous accruals (Env. Liab., ESH, Deferred Maint., etc.)	General Accounting Team	Smith	5/24/2004	Closed
97	5.1.4.3	Retroactive Realignment of Payments	General Accounting Team	Smith	8/31/2004	Closed

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98		Need to discuss with Team at future meetings		Smith	8/31/2004	Cost distribution entries covered in workflows (For. E.g., Payroll Labor cost distribution)	Closed
99		Determine process workflow and functional procedures		Smith	8/31/2004		Closed
100		Obtain STARS tutorials		Smith	TBD	Pending UAT testing	Open

Accrual Transition Team activities			
MEO Tasks to be covered by Accrual Team		Description From PWS	Stakeholders
5.1.3.1	Cost and rate application	The service provider shall record accumulated costs in DISCAS based on payments made and receipt of cost reports from the CO not later than the last business day of the reporting month	ORO Payments and EFASC Gen. Acctg
5.1.4.1	Grants - automated	Automated accruals - post and reversings	ASAP - Bruce Fitch, ORO
5.1.4.1	Payroll - automated	Automated accruals - post and reversings	EFASC P&B Exec Team
5.1.4.1	Travel - automated	Automated accruals - post and reversings	EFASC P&B Exec Team - TM Interface and ORO Payments - GTS interface
5.1.4.1	Contracts - automated	Automated accruals - post and reversings	None
5.1.4.2	Grants - manual	Manual Accruals - based on cost reports or other	EFASC General Accounting Team
5.1.4.2	Payroll - manual	Manual Accruals - based on cost reports or other	None
5.1.4.2	Travel - manual	Manual Accruals - based on cost reports or other	None
5.1.4.2	Contracts - manual	Manual Accruals - based on cost reports or other	EFASC General Accounting Team

5.1.4.3	Retroactive Realignment of Payments	The service provider shall retroactively realign and reconcile payment funding sources to costs incurred not later than noon of the 1st business day following the end of the reported month. Examples of payment realignments include reclassifying payroll costs from program to reimbursable work funds, reclassification of payments made in summary, and accounting corrections.	EFASC General Accounting Team
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	Financial Assistance Agreement Accrual Workflow	Hqs.	CH	ID	Golden	NETL	NNSA	NPR	NRO-P	NRO-S	OH	OR	RF	RL	SPRO	SR	Integrated	Policies, references, etc.
1	MEO Field Liaison records commitments for anticipated Financial Assistance Awards	X	X	X	X	X	X	na	X	X	X	X	X	X	na	X	X	MEO 5.1.2.1.2. & Acctg Handbk Ch. 5-2
2	Authorized contracting officer, after obtaining a certification of funds availability, signs the Notice of Financial Assistance Award that includes proper accounting citations.	X	X	X	X	X	X	na	X	X	X	X	X	X	na	X	X	Acctg Handbk Ch. 14-2a
3	MEO Field Liaison records the obligation in the Accounting System	X	X	X	X	X	X	na	X	X	X	X	X	X	na	X	X	MEO 5.1.2.1.2.
4	For purposes of efficiency, MEO Field Liaison records cost equal to the entire amount of the award if award is less than \$200,000 and pending the capability in STARS to accommodate concurrent transactions. In the DISCAS environment, Field Office will record cost at time of obligation.	X	X	X	X	X	X	na	X	X	X	X	X	X	na	X	X	Acctg Handbk Ch. 12-2b(4)(b) and Accrual Team decision
5	MEO Field Liaison will be responsible for providing EFASC with adequate documentation and site specific instructions and changes to instructions related to processing cost management reports. Cost management reports will be processed in accordance with site-specific requirements	X	X	X	X	X	X	na	X	X	X	X	X	X	na	X	X	Accrual Team consensus decision
6	EFASC will obtain access to ORO and NNSA DISCAS in the event of STARS delay	X																Accrual Team consensus decision
7	In the DISCAS environment, Chicago will retain the function of manual cost accruals, auto cost accruals, and ASAP/DISCAS reconciliation - this issue will be revisited in November	X	X															Consensus decision reached on 8/24 Transition Call
8	MEO Field Liaison will send out the "true up" letters (for those CIDS on a cost report cost method) necessary to make the year-end financial statement accrual 30 days prior to end of the quarter.	X	X	X	X	X	X	na	X	X	X	X	X	X	na	X	X	Accrual Team consensus decision
9	EFASC will enter "true up" entries in accordance with Field Office instructions.	X																

10	For awards greater than \$200,000 and using the straight-line method, MEO Field Liaison provides EFASC an Excel spreadsheet listing at a minimum: 1) CID for each reimbursable-type Financial Assistance Award ; 1a) CID for each advance-type Financial Assistance Award; 2) amount of cumulative obligations; 3) amount of cumulative costs; 4) remaining Period of Performance and 5) Straight-line monthly rate of costing.		X	X	X	X	X	na	X	X	X	X	X	X	na	X	X	Acctg Handbk Ch. 12-2b(4)(b) and Accrual Team decision
11	EFASC will use the spreadsheet in #10 to post cost entries in the appropriate DISCAS database. CH will retain its costing capability until other sites are transitioned.	X																Team decision
12	Period-ending adjustments for CIDs normally processed via an automated program will not be done for FY05 Q1 and Q2 financial statements	X	X	X	X	X	X	X	X	X	X	X	X	X	na	X	X	Team decision
13	All Field Offices will strive to achieve placing 100% of its Grantees on the Automated Standard Application and Payment System (ASAP)	X	X	X	X	X	X	na	X	X	X	X	X	X	na	X	X	Helen Sherman memo date 4/24/01 "Implementation of ASAP"
14	The Oak Ridge Payments Team will run the ASAP interface to generate the cost entries for ORO and NNSA cluster members.											X						W. Miller e-mail on 07/16/04
15	ASAP cost entries for other Field Offices with unique ASAP requirements will be processed by EFASC using specific instructions from those offices.	X																Team decision
16	EFASC will reconcile ASAP and DISCAS as part of the SF-224 process	X																Per MEO
17	MEO Field Office Liaisons will provide EFASC with any other manual period ending adjustments in an Excel format.		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Team decision
18	EFASC will record other period-ending adjustments in accordance with month-end closing guidance.	X																Team decision

Contract costing and accrual workflow (includes Interagency Agreements)		EFASC	CH	ID	Golden	NETL	NNSA	NPR	NRO-P	NRO-S	OH	OR	RF	RL	SPRO	SR	Integrated	Policies, references, etc.
1	MEO Field Liaison records commitments for anticipated contracts	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	PWS
2	Authorized contracting officer, after obtaining a certification of funds availability, signs the contract that includes proper accounting citations.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Acctg Handbk Ch. 14-2a
3	MEO Field Liaison records the obligation in the Accounting System	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	MEO 5.1.2.1.2.
4	ORO will receive and process all vendor invoices											X						Agency Tender Offer
5	Oak Ridge does cost entries concurrent with payment - implies that invoice has been approved.											X						Payment Team Decision
6	Invoices related to the Isotope Program will be copied and forwarded to the EFASC Special Accounts and Reconciliation Team - since Inventory will have to be recorded at HQ and transferred to AL	X										X						Accrual Team decision
7	For financial statement reporting and for contracts with uncoded obligations greater than \$1 million, MEO Field Liaison will provide EFAS with an Excel spreadsheet (eventually to be compliant with the STARS ADI process -TBD) showing those contracts that need to be accrued as a period ending adjustment.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Acctg Handbk Ch. 11-2(4)a
8	MEO Field Liaison will redirect any Management Cost reports to EFASC for entry into appropriate DISCAS database and using instructions provided by each Field Office rep.		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Team decision
9	EFASC General Accounting Team will consolidate the spreadsheets and update DISCAS using auto feed (if possible).	X																Team decision
10	EFASC General Accounting Team will provide the MEO Field Liaison with points of contact for submission of Management Cost Reports	X																Team decision

11	Manual cost entries based on Management Cost reports will be processed by EFASC General Accounting Team	x																	Team decision
12	Due to special conditions at NETL, NETL's Site Support Contract Cost Management Reports need to be manually costed on a monthly basis.	x																	NETL site requirement

Payroll Cost and Accrual Workflow		EFASC	CH	ID	Golden	NETL	NNSA	NPR	NRO-P	NRO-S	OH	OR	RF	RL	SPRO	SR	Integrated	Policies, references, etc.
1	Salary reservations and obligations will be recorded automatically in STARS via a program being developed by Matt Sparks and Bryan Long. The old LDS calculations will be matched against these as an accuracy check. (Impacted by STARS delay). This is now on hold.	X																Jerry Odegard e-mail
2	The LDS interface will provide the costing entries in DISCAS. DOEINFO is a data repository that is currently not being used to update DISCAS, but will probably update STARS.	X																Jerry Odegard e-mail
3	The EFASC Payroll & Budget Execution Team will run the LDS interface and send the LDS data files to the Field Offices	X																Accrual Team Decision
4	EFASC will obtain copies of LDS data files from EFASC Payroll & Budget Execution.	X																Accrual Team Decision
5	EFASC will log on to OR and AL DISCAS to update DISCAS with the LDS data file. Or, will update DISCAS using site-specific instructions. ORO will perform this service for EFASC to cover specific sites in their cluster until EFASC bring the other site work to HQ.	X																Accrual Team Decision
6	MEO Field Liaisons will assist EFASC staff with the LDS data file update until EFASC becomes proficient in this exercise or until STARS is brought on-line (whichever comes first).		X	X	X	X	X	X	X	X	X	X	X	X	X	X		Accrual Team Decision
7	Salary accruals (i.e. period-ending adjustments) will be recorded through the LDS Interface or using site-specific instructions.	X																Jerry Odegard e-mail
8	Leave costs will be handled through the LDS Interface or using site-specific instructions.	X																Jerry Odegard e-mail
9	Leave accruals will be handled through the LDS Interface	X																Jerry Odegard e-mail
10	Award costs will be handled through the LDS Interface or using site-specific instructions.	X																Jerry Odegard e-mail
11	Performance award accruals will not be performed in FY04 except in an emergency basis.		X	X	X	X	X	X	X	X	X	X	X	X	X	X		Team Decision

Payroll accrual information (if necessary) will be either faxed or e-mailed to EFASC. This would be expected on a quarterly basis consistent with																	Team Decision
12 Financial Statement reporting	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Due to special conditions at NETL; EFASC will need to rely on Quiz Reports generated at NETL, but printed out at HQ. Approximately 200																	Team Decision
13 manual entries per pay period will need to be processed for NETL	X				X												
EFASC Payroll & Budget Execution Team will manually enter Bonus/Performance Award accruals if deemed appropriate, if supported																	Team Decision
14 by a signed SF-50, and no more frequent than quarterly.	X																

Training Cost and Accrual Workflow																	Policies, references, etc.
	EFASC	CH	ID	Golden	NETL	NNSA	NPR	NRO-P	NRO-S	OH	OR	RF	RL	SPRO	SR	Integrated	
1 Field Offices will strive to adopt the CHRIS system for obligating training requests			X												X		Accrual Team decision
2 The EFASC will run the CHRIS interface to generate reservation and obligation entries in DISCAS on behalf of HQ programs.	X																W. Miller e-mail 7/16/04
3 MEO Field Liaisons will run the CHRIS interface on behalf of their respective Field Office programs. This will create reservation and obligation entries in DISCAS.		X	X	X	X	X	X	X	X	X	X	X	X	X	X		W. Miller e-mail 7/16/04
4 For FY04, training costs will be not be accrued; cost will be recorded at time of payment by ORO	X										X						Accrual Team decision
5 Training accruals will not be done during FY05 Q1 and Q2	X																Accrual Team decision
6 EFASC will continue to push the STARS development team to modify the CHRIS system to provide a capability to produce a cost entry at the time of obligation.	X																Accrual Team decision
7 EFASC will continue to place emphasis on an automated accrual solution for FY05 Q3 to include training accruals if CHRIS is not modified to generate cost entry at time of obligation	X																

Travel Cost and Accrual Workflow	EFASC	CH	ID	Golden	NETL	NNSA	NPR	NRO-P	NRO-S	OH	OR	RF	RL	SPRO	SR	Integrated	Policies, references, etc.
1 Travel authorizations will be processed in Travel Manager	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		DOE Travel Manual
Oak Ridge will run the Government Ticket System interface which will 2 create a cost and pay entry in DISCAS.	X																e-mail from Lori Stabler 5/19/04
The EFASC P&B Execution Team will run the T.M interface to generate 3 obligation and cost entries on HQ funds in DISCAS	X																e-mail from W. Miller on 7/16/04
The Field MEO will run the TM interface to generate obligation entries on 4 Field funds in DISCAS.		X	X	X	X	X	X	X	X	X	X	X	X	X	X		e-mail from W. Miller on 7/16/05 Payment Transition Team Decision
5 Travel Manager edits will be the responsibility of the EFASC Travel Team	X																e-mail from W. Miller on 07/16/04
Travel Vouchers will be approved in T.M and concurrent cost/pay entries 6 will be generated by Oak Ridge Payments Team											X						
In FY05, Travel accruals (period adjustments) should be subject to the STARS automated accrual program (not yet developed) unless the T.M. interface is modified to create a cost entry at the time of obligation instead of at the time of payment. EFASC will continue to monitor the progress of 7 the STARS automated procedures	X																Accrual Team decision
Manual Travel Authorizations will be costed manually by the respective 8 offices at the time of obligation.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		Travel Team decision
Approved manual travel vouchers will be forwarded to Oak Ridge; a copy 9 will be provided to EFASC Travel for audit purposes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		Travel Team decision
10 Payments entries will be performed by ORO											X						

Px Activity (Purchase Orders - no cost reports)	Hqs.	CH	ID	Golden	NETL	NNSA	NPR	NRO-P	NRO-S	OH	OR	RF	RL	SPRO	SR	Integrated	Policies, references, etc.
MEO Field Liaison records commitments for anticipated 1 contracts	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Authorized contracting officer, after obtaining a certification of funds availability, signs the Purchase Order that includes 2 proper accounting citations.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Acctg Handbk Ch. 14-2a
MEO Field Liaison records the obligation in the Accounting 3 System at the time the purchase orders are issued.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	MEO 5.1.2.1.2.
EFASC P&B Exec Team will run the ECWEB interface for 4 HQ. This will create obligation entries in DISCAS	X																W. Miller e-mail 7/16/04
MEO Field Liaison will run the ECWEB interface for the 5 Field. This will create obligation entries in DISCAS.		X	X	X	X	X		X	X	X	X	X	X	X	X	X	W. Miller e-mail 7/16/05
Oak Ridge does cost entries concurrent with payment of 6 purchase order invoices - implies that invoice has been approved.											X						Payments Team Decision
At the end of FY04, Px activity will be processed through 7 the automated accrual procedures currently in use	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	Accrual Team decision
Reversing entries on Px accruals will be done in the STARS 8 environment by EFASC. This step is on hold.	X																Accrual Team decision
Effective 10/1/04, routine costing entries will be done at 9 ORO at time of invoice approval											X						pending Payments Team decision
During FY05 Q1 and Q2, no period-ending adjustments will 10 be made for purchase orders																	Team decision

Accrual Transition Plan